



# Volunteer Day Task List



# Sample Employee Volunteer Day Task List

The goal for the day is for 28 volunteers to: scrape, sand and paint all outdoor building windowsills; Paint the front, side and back of the building up to 2 metres; repaint yard area football pitch markings; repaint playground markings; sand, scrape and paint x2 picnic tables; create a vegetable growing area - assemble raised veg bed flatpacks, dig out a grass area large enough to fit the assembled veg beds with enough space to work in the area, lay weedmat in the dug out area and cover this with pea gravel providing a clean, dry space to work in.

## Morning (tasks starting by 10am and breaking for lunch at around 1:00pm)

	Tasks	Supplies needed	No. Vols
Task	Painting outside of building		10 volunteers for overall task
Sub-task	Scrape off and sand down old paint from all outdoor school windowsills	Sandpaper, scrapers	5
Sub-task	Apply first coat of paint to windowsills	Paint & Paint brushes	same 5 vols scraping and sanding windowsills
Sub-task	Top up paint on front, side and back of building up to 2 metres high	Paint & Paint brushes	5
Task	Painting playground and pitch markings		10 volunteers for overall task
Sub-task	Paint existing football pitch markings in front yard with white school yard paint	Paint & Paint brushes	3
Sub-task	Repaint existing playground game markings		5
Task	Sanding and painting picnic benches		4 volunteers for overall task
Sub-task	Sand down and scrape off old paint from x2 picnic benches	Sandpaper & Scraper	4
Sub-task	Apply first coat of paint to benches	Paint & Paint brushes	same 4 vols sanding and scraping picnic benches
Task	Creating new vegetable bed area		8 volunteers for overall task
Sub-task	Assemble raised vegetable bed flatpaks	Shovels, spades, wheelbarrow, skip	4
Sub-task	Dig out grass area to fit veg beds leaving enough room to walk and work between and around beds	Shovels, spades, wheelbarrow, skip	4
Sub-task	Lay weed mat and cover mat and dug out area with ton bags of pea gravel		all 8 volunteers will likely help with this
Total volunteers required for morning tasks			28

## Afternoon (tasks re-starting at 1:45pm and finishing at around 4:45pm)

	Tasks	Supplies needed	No. Vols
Task	Painting outside of building		8 volunteers for overall task
Sub-task	Apply second coat of paint to windowsills	Sandpaper, scrapers	5
Sub-task	Paint coloured bubble wall next to main entrance	Paint & Paint brushes	same 5 vols scraping and sanding windowsills
Task	Painting playground and pitch markings		8 volunteers for overall task
Sub-task	Paint second coat on football pitch markings	Paint & Paint brushes	3
Sub-task	Paint second coat on playground game markings	Paint & Paint brushes	5
Task	Sanding and painting picnic benches		4 volunteers for overall task
Sub-task	Apply second coat of paint to benches and third coat if time and weather permits	Paint & Paint brushes	4
Task	Creating new vegetable bed area		8 volunteers for overall task
Sub-task	Move assembled veg beds on top of gravel	Shovels, spades, wheelbarrow, skip	8
Sub-task	Fill veg beds with topsoil (to the very top as soil will sink over time)	Shovels, spades, wheelbarrow, skip	same 8 vols that are moving veg beds
Total volunteers required for afternoon tasks			28





**Volunteer  
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